

# **DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY**

## **COORDINATING COUNCIL MEETING MINUTES**

Meeting held at Department of Information and Technology, East Hartford  
**October 13, 2005**

**ATTENDEES:** Cheryl Assis, CRCOG; William Austin, CREPC; Richard Bailey, DOIT; Timothy Baldwin, Southbury FD; Sandra Brown, Hartford Hospital; Barbara Buddington, WINCOG; Carmine Centrella, CR-MMRS; Kristin Dean, CRCOG; Douglas Dortenzio, Wallingford PD; Judith Dowd, OPM; Libby Graham, DEMHS; Leonard Guercia, DPH; David Ishihara, HLS-TSA; Lenworth Jacobs, Hartford Hospital; Melanie Kerr, DEMHS; Richard Kleindienst, Yale/New Haven Hospital; Robert Labanara, CCM; Thad Martin, CTMD; Robert Martineau, DHS-TSA; Virginia Mason, COGCNV; James Mona, CT-DOT; Jeff Morrisette, CFPC; Daniel O'Brien, AMR; James O'Leary, COST; William Palomba, DPUC; Douglas Pesce, DHS; J.J. Plunkett, USCG; William Podgorski, DPS; Susan Rainville, POSTC; Ed Richards, Enfield FD; Peter Rockholz, DMHAS; Mark Robinson, NLCFCA; Robert Ross, Retired; Wayne Sandford, DEMHS; John Shaw, MMRS; Gary Stango, Hartford 911; Carl Stephani, CCRPA; James Thomas, DEMHS; Lee Toffey, DEMHS; Michael Varney, DOIT; Edward Wilds, DEP.

### **I. WELCOME**

- A. Meeting called to order by Commissioner Thomas (DEMHS) at 0905 hours.
- B. Introduction of Attendees

### **II. PUBLIC COMMENTS**

- A. None

### **III. ACCEPTANCE OF MINUTES**

- A. Motion made to accept the minutes from the September 8, 2005 meeting.
- B. Moved by Chief Dortenzio
- C. Seconded by Gary Stango
- D. Motion approved unanimously

### **IV. COMMUNICATION RECEIVED**

- A. None received, except New London letter, to be discussed below.

### **V. SUBCOMMITTEE REPORTS**

- A. Public Safety Communications Interoperability – Michael Varney gave a brief review of what the Interoperability Committee has been working on including meeting minutes being posted to the website; review of the RFP for the STOCs unit; brief description of the procedure for the RFP currently in production for the radio equipment purchases through the grant program; then answered questions. Len Guercia asked whether non public facilities such as hospitals can purchase off the contract. Mike Varney stated that if they fall into a political entity, they can buy off that contract.
- B. Citizen Corps Advisory Council – Chief Austin presented a PowerPoint presentation on the Citizen Corps program and a discussion of the proposal

ensued. After questions and answers a motion was made by James O'Leary to accept the proposal as stated. Motion seconded by Len Guercia. Motion approved unanimously.

- C. Credentialing Committee – presented by Deputy Commissioner Sandford in absence of Michael Spera. The sub-committee is currently looking for additional members so all disciplines will be represented. A suggestion to send a staff member if committee members could not participate was advanced. More information will be forthcoming in the near future.
- D. Training Committee – Jeff Morrisette stated that the next meeting will be scheduled in two weeks. He advised that Paul Benyeda (DEMHS) is currently working on combined NIMS/ICS training to offer the 100, 200 and 700 unit in one class thus making it more efficient and less time consuming for those taking the class. CERT weekend received positive evaluations from the students attending. Discussion was had regarding the hiring of part time staff through the Fire Academy and POST to offer towns night time classes convenient for volunteers' schedules and to help with exercises to evaluate their emergency plans.

## **VI. UPDATES**

- A. Grant Program – Libby Graham reviewed current standing of the Homeland Security grant program  
2003 – Rosemary Salerno is moving forward as planned to consume the remaining 2 million dollars left in the FY2003 grant.  
2004/2005 – a briefing was held at the LOB for Chief Elected Officials and Points of Contact to review the current grant funding and procedures and answer any questions. The Grant's Unit is working with the state administered towns to spend their allocations and on how to use the web based forms and resource material. For FY2004 - \$5.2 million has been processed through the end of September and for FY2005 - \$420,000 has been processed showing that some municipalities have already exhausted their 2004 funds and are beginning to spend 2005 dollars. The FY2005 grant applications have been mailed; specs for the emergency notification system are in the works; Rob Kevan, the federal grant program manager, visited from Washington giving a positive review; funding for FY2006 is in the works. Some discussion and questions answered.
- B. NIMS – Deputy Commissioner Sandford reported that the Proclamation from the Governor was on time and the Implementation Plan was signed by Commissioner Thomas. The documents have been released regarding next years requirements and the committee will go back to scheduling monthly meeting to meet the compliance requirements for 2006.
- C. Draft Report to General Assembly – Melanie Kerr advised on process to presenting report; discussed the handout timeline; council to review and advise on any changes or additions; draft by November meeting; comments on goals due end of November; approval of report at the December meeting so it can go to the General Assembly by January 1<sup>st</sup>. No separate committee work required to draft report.

## **VII. NEW BUSINESS**

- A. Incident Management Team – PowerPoint presentation by Chief Nick Delia of the New London County Incident Management Team showing the concept and all hazards approach of the program. Discussion ensued regarding how project

implements one of the goals already approved by the council; where does the council want to see this program go; five regions as opposed to 3 shown in the PowerPoint; the need to be multi-discipline. It was recommended that a sub-committee be formed with Jim Mona acting as chair, to include Captain Boynton, Jim O'Leary and JJ Plunkett; and that the State is the certifying Agency for Level 3, 2 and 1 Teams. Motion made by Chief Austin, motion seconded by Mike Varney; Motion approved unanimously.

**B. Other New Business –**

- a. Len Guercia spoke of the National Stockpile Exercise that will be upcoming. It is currently in the planning and is a requirement for continued CDC funding.
- b. Mike Varney advised that October is Cyber Security Awareness month. The DOIT website has information on security and identity theft.

**VIII. MEETING ADJOURNMENT –**

Motion to adjourn, seconded; Meeting adjourned at 1105 hours.

**IX. NEXT MEETING – November 10, 2005 at the Legislative Office Building from 10:00 am to 12 noon in conjunction with the State Emergency Response Commission (DEP)**

There will be a keynote speaker at 9am regarding NIMS, lunch will be provided at the State Capitol, more information forthcoming. Due to limited space registration will be necessary.